Searching for archival material in ArchivesSpace

First, go to ArchivesSpace (AS), which is here: [http://bit.ly/1u1y8gW](http://bit.ly/1u1y8gW)

AS is keyword searchable. Fuzzy searching does work, so searching athletic will also bring up athletics, etc. No truncations/wildcards needed. You can use Boolean operators, such as AND, OR, NOT. You cannot use quotation marks.

Enter your search term in the **search box in the sidebar** (it says filter by text in it) [see the arrow in screenshot below). Do **NOT** use the search box at the top of the screen that says Enter your search terms.

Once you’ve entered your search term, click on the title of a collection you want to view. The collection record will tell you what the “call number” for the collection is (the Identifier section near the top), give you a summary of the collection’s contents (the Scope and Contents section), and provide a detailed inventory of the items in the collection (the Components section). Occasionally, there will be related archival materials listed in the Related Archival Materials section.

To view the detailed inventory of items in the collection, scroll down to the bottom of the record to the Components section. You’ll see two tabs: the **Record Tree** tab and the **Search Components** tab.

The **Record Tree** tab has the detailed inventory. Click the plus signs to expand the series or box or folder to view its contents. Click the minus signs to collapse them.

The **Search Components** tab will search the full text of the detailed inventory of the collection record you have open. If you want to look for a specific term in this collection’s inventory, use this function. The other side of this handout shows a collection record (with the detailed inventory fully opened). This handout and a video showing how to search AS, open collection records, open the inventory, and search within the inventory is saved at R:\scoates\ArchivesSpace.

To start a new search, click the **Collections** link on the top bar (see arrow on screenshot below).
Oklahoma State University Athletic Council Academic Review Committee Records

Summary

Identifier 1994-039

Finding Aid Author: Heather M. Lloyd

Description Rules: Describing Archives: A Content Standard

Series Statement: Series I. Records

Dates

1996 – 2001 (Creation)

Extents

0.41 Linear Feet (Archival)

(1 document box)

Agent Links


Subjects

- Oklahoma State University—Sports.
- College sports—Oklahoma.
- College athletes—Education—Oklahoma.

Notes

Scope and Contents

Collection contains annual reports and other reports of the Athletic Council Academic Review Committee, concerning the Dexter Martin block incident and subsequent action concerning academic standards for athletes. The objective of the Academic Review Committee is to ensure the integrity of the academic programs of NCAA athletes at Oklahoma State University.

The name of the committee was changed to the Athletic Council Academic Integrity Committee in the 1994-95 academic year.

Arrangement

Arranged into one series.

Conditions Governing Access

Access to this collection is unrestricted.

Conditions Governing Use

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Location

For current information on the location of these materials, please consult the library's online catalog or contact the Special Collections and University Archives Reference staff.

Preferred Citation

[Identification of item], Oklahoma State University Athletic Council Academic Review Committee Records, Special Collections and University Archives, Oklahoma State University Libraries.

Processing Information

Processed by Heather M. Lloyd.

Related Archival Materials

Oklahoma State University Department of Athletics Records. Collection Number 1997-069.

Components

Record Type: Search Components

- Series I. Records
  - Box 1
    - Eligibility and Academic Performance of Athletes, Report to the Faculty of Oklahoma State University, April 30, 1990
    - Summary, Faculty Council Academic Recommendations, Sept. 8, 1990
    - Response to the 23 Recommendations regarding athletics at OSU by the Faculty Council to John R. Campbell.
    - Annual report, 1992 - 1993
    - Annual report, 1993 - 1994
    - Annual report, 1994 - 1995
    - Academic Integrity Committee of the Athletics Council Annual Report, 1994 - 1995
    - Athletic Council Minutes, May 13-June 10, 1993
    - Annual Report, 1999 - 2000
    - NCAA Athletics Certification Evaluation Visit, 2001
    - OSU Self-Study Responses to NCAA Operating Principles, 2000
    - OSU’s NCAA Division I Self-Study Certification Report (Short Version)
    - OSU’s NCAA Division I Self-Study Certification Report (Attachment Report)